

ALTRINCHAM GRAMMAR SCHOOL FOR BOYS



Notes for Parents and Carers



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Altrincham Grammar School for Boys

Marlborough Road, Bowdon, Altrincham,

Cheshire, WA14 2RS

Telephone: 0161 928 0858

agsbadmin@agsb.co.uk

www.agsb.co.uk

Head Master: Mr G A Wright M.A. (Hons) FRSA

Dear Parent/Carer,

I wish you a very warm welcome to Altrincham Grammar School for Boys (AGSB). Your son has gained a place at one of England's most successful schools. Founded in 1912, the school is rated "Outstanding" by Ofsted and secures some of the best examination results at GCSE and A level in the country. Almost all students progress to university with many attending the best Russell Group universities including Oxford, Cambridge and many others.

I do hope that your son will retain the enthusiasm and love of learning that he has at present. Lessons at AGBS will go far beyond the confines of the exam syllabus and will present him with fresh academic challenges, as well as instilling a real passion for a wide range of subjects across the curriculum. Knowledge, however, is only one component of success. At this school we aim to equip our students with the range of skills to succeed in a rapidly changing world. From Year 7 he will be offered co-curricular activities and enrichment programmes that will hone essential character traits such as leadership, resilience, moral purpose, integrity and honesty. I would encourage him to embrace as many of these opportunities as he can.

The transition from primary to secondary school is a very exciting chapter in your son's life. Be assured that our total commitment to effective pastoral care and student well-being will see him settle in very quickly and will help guide him through the many opportunities and challenges ahead.

I hope that as parents you too will become part of our community. We have a thriving Parents' Association which offers a varied programme throughout the year. There are also opportunities for you to volunteer to support the school in Music, Sport and Drama. Through our partnership with the Trafford Leisure Trust, the 'Grammar' facilities are open for you to use before and after school hours.

I greatly look forward to meeting with you and your son in due course and welcoming you personally to the School.

Yours sincerely,

GA Wright MA FRSA
Head Master

Key Names

Head Master

Deputy Head - (Pastoral)
Deputy Head - (Academic)
Assistant Head - (Teaching & Learning)
Assistant Head - (Development)
Assistant Head- (Inclusion)
Head of Year 7 – (Induction & Admission)
Head of Sixth Form

Mr G Wright
Mr E Hall
Mrs S Weil
Dr E Thomas
Mr M Soulsby
Ms A Cathcart
Mrs H Short
Mr T Murray

Heads of Year

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13

Mrs H Short
Mr R Cammack
Mr T Ayebare
Mr D Birchall
Mrs E Chapman
Mr C Kidd
Dr Z Hepden

Administration Staff

Chief Financial Operating Officer
Finance & Planning Manager
Business Support & Admin Manager
Finance Assistant
Finance Assistant
Head Master's PA
Admissions Manager
Admissions Assistant
Admissions Assistant
Examinations Officer
Exams & Data Assistant
ARR, Exam, Data & Cover Administrator
Educational Visits Co-ordinator
Sixth Form Officer
Systems & Procedures Administrator
Attendance Administrator
Finance Assistant
Resources Technician
Resources Technician
Receptionist
Library Assistant
Administrative Assistant

Mrs J Jackson
Mrs J Lacon
Mrs S Brett
Mrs V Carpenter*
Mrs L Jackson*
Mrs M Brickell
Mrs O Champion
Mrs S Dickerson
Mrs F Harding
Mrs P Howell
Mrs A Lavin
Mrs B Clift
Mrs P Mullin
Mrs G Williamson
Mrs A Coale*
Mrs A Jolly*
Mrs S Barry
Mrs K Lord
Mrs F Harding
Miss N Leitch
Mrs G Marson
Ms A Passey*

**First Aid Trained*

Chair of Governors
Chair of Parents' Association (PFA)

Mrs A Balfour
Mrs H Shafiq

1. **SCHOOL DAY**

Breakfasts can be purchased in the Stamford Hall from 8.10am. Students should arrive in school by 8.35am for registration at 8.40am. Assembly is at 8.45am and the first lesson at 9.00am (see exception for Thursdays below). There are five periods each day, three in the morning and two in the afternoon. There is a twenty-minute break each morning between lessons two and three. Lunch is between 12.20pm and 1.20pm and the school day ends at 3.20pm. A warning bell rings before registration at the end of break and at the end of the lunch hour.

School hours from 15th April 2024

Monday, Tuesday, Wednesday and Friday

School opens	8.10am
Registration	8.40am - 8.50am
Assembly	8.50am - 9.00am
Period 1	9.00 am - 10.00am
Period 2	10.00am - 11.00am
Break	11.00am - 11.20am
Period 3	11.20am - 12.20pm
Lunch	12.20pm - 1.20pm
Period 4	1.20pm – 2.20pm
Period 5	2.20pm - 3.20pm
End of School	3.20pm

Thursday

Staff Training	8.40am - 9.25am
Period 1 – students arrive and go straight to first lesson	9.25am – 10.20am
Period 2	10.20am – 11.15am
Break	11.15am – 11.35am
Period 3	11.35am – 12.30pm
Lunch	12.30pm -1.30pm
Period 4	1.30pm – 2.25pm
Period 5	2.25pm – 3.20pm
End of School	3.20pm

Please note that students in Years 7-11 are not allowed to leave the school premises between 9.00am and 3.20pm, except for medical or examination reasons (see below).

Co-curricular activities/Clubs and Societies take place during lunch and after school.

2. **DRESS REGULATIONS – YEARS 7 TO 11**

The concession for the supply of our School Uniform (including all sportswear) is held by **Monkhouse Limited**.

Monkhouse Limited

47 George Street
Altrincham
WA14 1RJ

Tel: 0161 941 7503

Web: www.monkhouse.com

Email: Altrincham@monkhouse.com or web@monkhouse.com

Used School Uniform

AGSB Parents & Friends Association has a second-hand uniform service, from which all monies go directly to the PFA Fund. For further information, please contact the PFA on: pfaagsb@gmail.com

UNIFORM LIST

- **School Blazer with badge**
- **School Tie – in their House colour** (which must be worn neatly knotted and tight to the fastened collar). N.B. You will be informed of your son's allocated House on Y7 Induction Evening in early July.
- **Shirt** – plain white
- **Trousers** – plain DARK grey or BLACK (no chinos or denims)
- **Jumper** – this should be plain grey and v-necked or the School pullover for Years 7, 8 and 9. Years 10 and 11 may wear either a plain grey or a black v-necked pullover. (No tracksuit tops, hoodies, or sweatshirts and no branding/sportswear logos are permitted).
- **Shoes** – **plain**, conventional black or brown shoes (with matching laces), which are capable of being polished. Trainers, heavy working boots, suede, patent or fabric shoes are not permitted.
- **Socks** – plain dark
- **Outdoor Coat** – a coat in a single, dark, and plain colour (black, dark grey, blue or green), without decoration, words or logo. Leather, denim, or brightly coloured "ski jackets" are not acceptable schoolwear.

PE AND GAMES CLOTHING

Our sportswear may only be purchased from Monkhouse.

Games (outdoor)

- Red and green reversible games shirt with embroidered School crest on the outer side
- Black 'pro' shorts with embroidered School crest
- Games socks (bottle green with red turnover top)
- Football/Rugby boots
- Outdoor training shoes
- Towel

PE (Indoor)

- White/bottle green trim shirt with embroidered School crest
- White/bottle green trim shorts with embroidered School crest
- Plain white socks
- Non-marking indoor training shoes with light, soft rubber soles for Gym and Sports Hall.

OTHER EQUIPMENT

- A strong waterproof bag in which books and A4 files can be carried home without becoming damaged.
- In school the books can be stored in a locker.
- A separate bag in which PE and games kit can be carried to school and to lessons.
- A good quality pen e.g. a fountain pen, good quality gel pen or biro (black or blue ink),
- Pencil, rubber, sharpener, ruler, coloured pencils (not felt tips). These should be kept in a clearly named pencil case.
- A protractor and a pair of compasses or a Maths set.
- A small glue stick.
- A small English Dictionary (pocket-type).
- An A4 Clear Plastic Wallet for Music Books/Sheets.
- A craft apron (available from Monkhouse Limited), clearly named.
- A food technology apron: this should be a full length plain navy or navy striped butcher's apron, and clearly named. Suitable aprons can generally be bought in shops such as Tesco or Sainsbury's.
- An ovenproof dish approximately 20-30cm in diameter.
- A medium-sized plastic container with a sealed lid, again clearly labelled with your child's name.

- Depending on what type of locker is in the form room, either an easily identifiable key ring for the key or a padlock and key (**not** a combination lock).

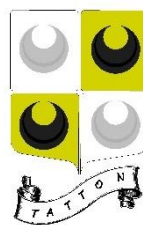
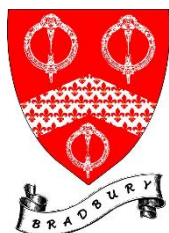
OTHER POINTS TO NOTE

1. All items of clothing and equipment, including musical instruments, must be clearly and indelibly marked with the pupil's name.
2. Sports kit should be carried in a separate bag to books.
3. Valuables, including expensive items of sportswear or equipment, should not be brought into school where possible.
4. Musical instruments should be left in the storage area of the Music Department.
5. During PE lessons money and valuables should not be left in changing rooms, students must use their locker or hand them to a member of staff.
6. Students should be presented smartly at all times. More information can be found in the Uniform Policy.
7. Whilst we recognise that many young people carry and use a mobile phone, at AGSB the use of phones during school day is against the rules. There are exceptions to this rule if their use is directed by a teacher; pupils may be asked to take an image of something or do some quick research on Google using their phone. These occurrences are not common and the teacher would always provide additional provision for those students without a phone. If a parent needs to be contacted urgently, School will contact parents directly using the contact numbers supplied by parents to the School. If equipment such as mobile phones, iPads etc are brought into school this is at the owner's own risk. (Please refer to more detailed information in the Code of Conduct – Mobile Phone Protocol).
8. We aim to be a healthy school and ask that fizzy drinks are not brought onto the school site.

3. HOUSE GROUPS

Your son will be assigned to a House (Massey, Bradbury, Tatton or Stamford). The House system was re-established in September 2019 and has been a great success. The House system at AGSB provides inclusion, cohesion, creativity and challenge through various events and competitions across the academic year. It provides more pastoral support for all pupils through creating a sense of belonging, within the larger school community.

The events and competitions encompass; cerebral, artistic, musical, dramatic, fun and physical activities. The House system is a great vehicle for developing leadership opportunities, loyalty, resilience, perseverance, responsibility and respect.



4. ABSENCE

Where a student is absent from School parents must contact the school on the first day of absence before 9.30am and again on subsequent days. This can be done via the Arbor App, which can be downloaded onto

your phone, and therefore negates the need to write into school at the end of the period of absence. You will be sent an email in advance of your child's start date with details to access the Arbor App.

You can also telephone school but at the end of the period of absence, a note must be sent to the Attendance Officer for us to keep in our records. This is a legal requirement.

5. APPOINTMENTS IN SCHOOL TIME

If, at all possible, please make any appointments out of school hours. However, we realise that this is not always possible so please note the following:

Pupils who have dental, medical or other appointments or who, for any other reason, need to leave school during lesson time must:

- a. have a parent contact school to confirm the appointment via e-mail (agsbadmin@agsb.co.uk). Alternatively this can be done via the Gateway App.
- b. report to Reception both when they leave and when they return to sign out and back in again.

6. ASSEMBLY

Year 7 students will usually attend an assembly twice a week.

All students are required to attend our annual Christmas Carol Concert, held at St Mary's Church, Bowdon but we appreciate that not all our pupils will wish, for religious reasons, to attend these services. Written requests to not be included in these services must be made in writing to the Head Master prior to each event taking place in each academic year.

7. Cognitive Ability Tests (CATS)

These are tests that we give to the whole year group when they join us in September. They give us an overall picture of the whole year group and help us track a boy's progress through the school. We do not normally release results.

8. CLUBS/CO-CURRICULAR ACTIVITIES

There are many co-curricular opportunities available to students. Students will be given a copy of the co-curricular timetable by their form tutor at the start of the year and they can also access a copy on the school website.

9. CODE OF CONDUCT AGREEMENT

This is a document contained within the online Admission Form (part of the Induction Process). It is a statement of the School's aims and values, and also of the responsibilities of each child, their parents/carers and the School. In order to complete the Induction Process each child and their parent/carer is expected to agree to this policy.

10. CURRICULUM

Detailed information about the AGSB curriculum in each subject can be found on the school website under 'Curriculum'.

11. OFFICE 365 AND SCHOOL WEBSITE

Many details about the school are given on our website, including recent letters, holiday dates and "stop press notices". Your child will also be given access to Office 365 where there are a lot of materials that relate to the subjects he studies.

12. EXAMS

Year 7s are tested in class at various times during the year as appropriate to the subject. There are end-of-year exams in most subjects in May.

NOTE: We have a duty to inform you that relevant personal data (name, DOB, gender etc) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications.

13. TERM DATES

Term dates can be found on our website homepage under 'Calendar'.

14. HOMEWORK POLICY

Students will be set homework in all of their subjects over the two week timetable. How much homework they get depends on the subject and how often they study it. Further details about homework can be found in the Homework Policy. All homework will be set via Satchel 1, and parents can monitor this via a login provided.

15. ILLNESS DURING THE DAY

A pupil should inform a teacher if he feels unwell. He will then be directed to a First Aider in the School office who will decide if parents need to be contacted. In the case of an accident, the pupil will be seen by a member of staff who is a qualified First Aider and parents contacted, as necessary.

It is vital that emergency contact numbers are up to date so that we can contact you in the event of a medical emergency.

(Please email school with any change of details to agsbadmin@agsb.co.uk)

16. MUSIC ENSEMBLES AND LESSONS

Subject to prior approval/audition by the relevant ensemble director, students who study privately with teachers outside of AGSB are welcome to join any of the ensembles.

Lessons are provided at school on the following instruments: Piano, Flute, Oboe, Clarinet, Bassoon, Saxophone (alto, tenor, baritone), French/Tenor Horn, Trombone, Euphonium, Tuba, Trumpet, Cornet, Violin, Viola, Cello, Double Bass, Orchestral Percussion and drum kit, Guitars (not yet including the classical style) and finally Voice. If you would like further information, please contact Mr M Monument, Director of Music (mmonument@agsb.co.uk).

17. LATENESS

Registration takes place at 8.40am. Arrival after this time constitutes being "late". For Years 7-9 five such "lates" during a term will incur an after-school Friday detention. For Y10 & Y11 five such "lates" during a **half term** will incur an after-school Friday detention

Students who arrive after the end of registration must report to Reception and have their names recorded in the "inventory screen". They must also inform their form teachers at the next registration.

18. LEAVE OF ABSENCE IN TERM TIME

We ask you to observe School's official term dates and not book any holidays during school time. Due to changes in the law surrounding holidays in term time (where any request for time out of school must be in exceptional circumstances), the Head Master is not expected to approve any term time holiday as "exceptional": the granting of holidays during term time is entirely the Head Master's decision and is not a parental right.

If a leave of absence in term time is unavoidable, parents must complete a Leave of Absence Request Form available on our website, giving at least 3 weeks' notice prior to the absence. Parents wish to send their children to AGSB because of the high academic standard and the offer of a rich extra-curricular life. However, we can only achieve these standards if students are not taken out of School during term time. Family absences in term time are not only detrimental to the education of your child but are also unsettling on the class which he leaves behind. Any absences will be marked either authorised or unauthorised depending on the circumstances.

19. LIBRARY

Break times and lunch times: The library is open to all and hosts a variety of co-curricular clubs and events. Pupils may also read and complete homework.

20. LOCKERS

A locker is provided to each student in or near his form room. He should keep his books and his coat in this. Keys may be provided for some lockers, but the majority need a padlock provided by the students (**not** a combination lock). These can be purchased almost anywhere.

21. LOST PROPERTY PROTOCOL

In the case of lost property please follow this protocol:

1. Retrace your steps.
2. Check the lost property area in the Bag Room (outside the Stamford Hall) or, in the case of PE kit, please check The Grammar
3. Report loss to your Form Teacher who will investigate further.

Remember, all items should be clearly labelled with the boy's name.

22. LUNCHTIME ARRANGEMENTS

In Years 7 to 11 it is forbidden for students to leave the school. They may eat either a school meal or their own packed lunch in the Stamford Hall.

Opening times are as follows:

8.00am-8.30am: Breakfast

11.00-11.15am: Morning Break

12.20pm-1.15pm: Lunch

The Stamford Hall operates a cashless system and pupils purchase their food using a Smart Card. Money can be put on their Smart Card by parents/carers using ParentPay. Parents/carers of year 7 pupils joining in September will be provided with ParentPay account activation details.

Please ensure enough money is put on the account (£5-£10 approximately) ready for their first day of term and meals going forward. You can top up the account whenever you like to make sure your son has enough money for his lunches.

If your account falls into a negative balance you will be sent reminders. It is recommended to set up Parent Pay alerts to let you know when your balance drops to a certain level.

Please contact Ms Cathcart (Assistant Head -Inclusion acathcart@agsb.co.uk) if you think your child may be eligible for free school meals.

The zipped inside pocket of the School blazer is the best place to keep the Smart Card.

Lost or broken cards must be reported to Sodexo in the Stamford Hall as soon as possible. Please note that a replacement card will cost **£5**. Payment for the new cards should be made on ParentPay. Once you have paid for your son's replacement card please ask him to bring the receipt (paper copy or on a mobile phone) to Resources and your son can collect his replacement card from the Stamford Hall before the start of the school day or during morning break.

23. MATTERS OF CONCERN

If you do have any concerns about any issue within school these will be dealt with speedily and sympathetically. Please contact the appropriate member of staff. If you are uncertain about who that might be please contact the School Office or Head of Year who will advise you.

24. MEDICATION IN SCHOOL

Some members of the teaching and administration staff are First Aid trained; however, the School DOES NOT have a School Nurse on site on a permanent basis.

If your child has a medical condition you must complete a Medical Conditions Information and Permissions Form (MC - I&P Form) which includes information about any medication they may need to carry / take while in school.

If your child requires medication / spare medication to be stored in the School Office, please ensure that this is clearly labelled with your child's name, date of birth and all relevant information about their condition and the medication.

If your child has a condition which requires an Adrenaline Auto Injector Pen (AAI), it is the responsibility of parents to ensure that your child carries an in-date AAI in School at all times and an up-to-date AAI must be stored in the School Office in a pack that includes your child's photo, name, date of birth and information about his condition. A Care Plan should be completed on an annual basis (you will be sent a link to complete this form). The School also has an emergency inhaler kit located in the School Office. Should you inform us that your child carries an AAI, you will be asked to complete a Parental Consent Form (online) which would enable us to use the school AAI kit in an emergency situation.

If your child has been prescribed an inhaler by the doctor, it is the responsibility of parents to ensure that your child carries their inhaler in School at all times, clearly labelled with your child's name and registration form group. We would recommend a spare inhaler to be retained in the School Office in case of emergency for all children (especially for those who have Moderate to Severe Asthma). The School also has an emergency inhaler kit located in the School Office. Should you inform us that your child carries an inhaler, you will be asked to complete a Parental Consent Form (online) which would enable us to use the school inhaler kit in an emergency situation.

It is the parents' responsibility to ensure any medication held in School is kept up to date.

Could we ask that all medicines are held in a compact container as we have limited storage space.

Please note – for short term illness or occasional conditions requiring temporary medication (e.g. tonsillitis requiring antibiotics, Minor cough cold headache – requiring paracetamol) the daily medication can be carried and administered by the pupil if parents deem them responsible.

25. PARENTAL CONTACT WITH THE SCHOOL

We operate an open-door policy. Parents may directly approach any of the members of staff who teach their child, their form teacher, or Mrs Short (Head of Year 7). Members of the teaching staff are always willing to discuss your child's progress, but this is best by appointment arranged through the School Office. In an emergency, please come in and we will see you. All parents must enter and leave the School via the Main Entrance.

Parents' and Student Consultation Evenings are held once a year when your child's teachers will be available for consultation. The Year 7 Parents' and Student Consultation Evening is usually held late in the Autumn term.

Please could parents only telephone the School asking for a message to be passed on to their child if the matter is **urgent**. We would need to have this before 1.20pm. In an emergency we will obviously be pleased to help.

26. PARENTS' AND FRIENDS' ASSOCIATION (PFA)

This aims to raise money to help give students extras to that which the school can provide, for instance the minibus, sports equipment, extra computers and seats outside.

27. PHOTOGRAPHS AND FILMING

The School provides opportunities for pupils to be photographed in various groups for use in official school portraits, the school website and magazine, press releases, television etc. Please register your wishes when you complete the parental consent section of the Admission Form which you will be asked to complete as part of the induction process.

28. PUPIL INFORMATION AND HOMEWORK GUIDANCE

Each student receives an Office 365 login and email address. This allows him to gain access to key information and digital subject department areas across the school. The Office 365 login also allows access Satchel 1. This is an online platform through which all homework in school is set. Please see the school website for further information about this.

29. REPORTING TO PARENTS

All pupils receive a grade sheet at the end of each term, to inform parents about academic achievement and attitude to learning. Information about how students can be assessed can be found on the school website under 'Curriculum'.

All parents are invited to a parent and teacher consultation evening during each academic year. In this meeting parents and students meet with subject teachers to discuss the student's achievement in the individual subjects. Parents are also invited to a review day at the end of the school year, for a meeting with the student's form tutor. The purpose of this meeting is to review the year holistically. Although the form tutor will have access to the student's academic record, the main emphasis of this meeting is for pastoral support.

30. REWARDS

House points are awarded for academic excellence, for effort and for citizenship. At significant commendation milestones pupils receive a commendation certificate and those who are awarded the most commendations win prizes at the end of the year.

For special achievements pupils can also be awarded an AGSB postcard, or a Head Master's Commendation.

31. SCHOOL CODE OF CONDUCT AND BEHAVIOUR/DETENTIONS

The school values are **Love of Learning, Respect, Resilience and Responsibility.**

Behaviour is based on the four 'C's:

- Co-operation
- Courtesy
- Consideration
- Common Sense

We encourage students to use their common sense to develop a good working atmosphere around the school.

We encourage them to respect each other and their surroundings. Some students find this more difficult than others and some of you might find that your child has work to repeat or a detention to attend.

Our Behaviour Policy can be found on the school website:

32. SCHOOL EVENTS

The Head Master sends out a Newsletter fortnightly, with news of successes, developments and important reminders.

33. SCHOOL FUNDRAISING – A CO-ORDINATED APPROACH

In sending your child to Altrincham Grammar School for Boys, you have enabled them to attend a Top 25 state school, which strives for and achieves academic excellence. In 2019, 80% of our students achieved top grades (7-9s) at GCSE with an excellent progress score of +0.85. Typically, 83% of our 'A' Level students obtain A*-B.

In 2020 twenty students received offers from Oxbridge. Stunning academic results are not, however, our only strength here at AGSB. We also place special onus on developing the students outside the classroom with our extensive co-curricular programme.

As you may be aware, the funding landscape in which we operate has changed. Like many schools we are facing a reduction in our funding and this presents for us a challenge. As a school, we are working hard to ensure that the AGSB Experience – the thing that makes this school so special to our pupils – is not threatened. But to do this, we need your help.

A co-ordinated approach to fundraising involves School, the Parents' and Friends' Association and Altrincham Grammar School Developments, which is a charitable company set up to provide capital funds for building projects.

34. SCHOOL TRANSPORTATION

If you are contemplating using a taxi service for transportation to and from school, we suggest that you consult with Trafford MBC for approved suppliers who have been DBS checked. School do not provide a dedicated school bus service, but you can consult Transport for Greater Manchester (www.tfgm.com) for advice on local services.

35. SCHOOL TRIPS

Each year there are numerous school trips to places in the UK, Europe and further afield

Aside from compulsory curriculum trips, pupils are encouraged to take part in educational visits abroad as well as exchanges with our partner schools around the world. There are many travel opportunities to experience culture, sports, history, for example to different countries, including France, Germany, Spain, and China to name but a few! School Trips are paid online via Parent Pay; login details are sent out to new Parents in September each year.

36. SENDCo

Should you have any concerns related to special educational needs at school, please contact our SEND Co-Ordinator Ms Cathcart via email at acathcart@agsb.co.uk.

FINALLY

The Autumn term begins on **WEDNESDAY 4TH SEPTEMBER 2024.**

PLEASE REMEMBER TO LET US KNOW:

*** If your child is absent from School**

*** Any change to his or your contact details**

*** Any change to his medical condition**

School Telephone Number: 0161 928 0858

School email: agsbadmin@agsb.co.uk